

Changing a Child's Name

Child is under 90 days old

A notarized Affidavit to Correct form from the parent(s) named on the birth certificate is required. No other documentation is needed.

Child is over 90 days old to 1 year of age

A notarized Affidavit to Correct form from the parent(s) on the birth certificate and 1 factual document (please see the back of brochure for examples) is required.

- The factual document must have been established within 6 months from the date of birth
- The factual document provided must match the child's desired corrected name as parent(s) list the new name on the Affidavit to Correct

Child is over 1 year of age

A certified court order is required to change the child's name. In Arizona, this is requested from the Superior Court. Please visit www.MaricopaVitalRecords.com for complete information.

Child was Not Named at Birth

Child is under 90 days old

A notarized Affidavit to Correct form from the parent(s) named on the birth certificate is required. No other documentation is needed.

Child is 90 days old to 6 years of age

A notarized Affidavit to Correct form from the parent(s) named on the birth certificate and 1 factual document showing the correct information (please see the back of brochure for examples) is required.

- The factual document must have been established within 6 months of the date of birth Please visit www.MaricopaVitalRecords.com for additional information
- The Last name may be changed WITHOUT a court order IF the child is less than 1 year of age

Child is over 6 years of age and older

A certified court order is required to change the child's name. In Arizona, this is requested from the Superior Court.

Corrections (Minor)

A minor correction is defined as a typographical error, such as a misspelled name, missing or transposed letters or numbers. These types of changes may be made regardless of the child's age.

Common examples:

Pheonix to Phoenix, Sharron to Sharon

Child is under 1 year of age

A notarized Affidavit to Correct form from the parent(s) named on the birth certificate is required. No other documentation is needed.

Child is 1 year of age and older

Requires a notarized Affidavit to Correct form from the parent(s) named on the birth certificate and 1 factual document showing the correct information (please see the back of brochure for examples).

Correction to Parents' Information

The most common changes requested to parents' information on a child's birth certificate are correcting parent's name, date of birth and place of birth. Generally, this may be done with a notarized Affidavit to Correct form and **either** a certified copy of the parent's birth certificate or present the valid, signed passport of the parent whose information is being changed. This documentation is required in addition to a signed Application and fee. The passport must contain the bearer's original signature and show the correct information that is requested in the Affidavit to Correct form.

Please review the entire corrections to parents' information section found on our website www.MaricopaVitalRecords.com There are also specific instances when a court order is necessary to make this type of correction. This information may be found on the birth corrections page of the website.

Establishing Paternity

(Adding the Father to the Child's Birth Certificate)

Up to 18 years of age

If both parents are in agreement as to the identity of the biological father, paternity may be established for a child up to age 18 by completing an Acknowledgement of Paternity form (AOP).

18 years of age and over

Once the child has reached 18 years of age, a court order must be obtained to add the father.

Changing a Child's Name through the Filing of an Acknowledgment of Paternity (AOP)

Child is under 90 days old

A child's first, middle and last name may be changed with the Acknowledgment of Paternity form (AOP).

Child is over 90 days old to 1 year of age

An AOP may be used to add the father and change the child's last name. Only the last name can be changed with an Acknowledgment of Paternity (AOP) form.

- To change the child's first and/or middle name, a notarized Affidavit to Correct form and 1 factual document (see back of brochure for examples) is required
- The factual document must have been established within 6 months of the date of birth

Child is over 1 year of age and older

Only a child's last name may be changed with an AOP. A certified court order must be obtained to change the child's first and/or middle name once a child has reached 1 year of age.

Naming a Child Previously Not Named on a Birth Certificate through the Filing of an Acknowledgment of Paternity (AOP)

Child is under 90 days old

A child's first, middle, and last name may be changed with an Acknowledgment of Paternity form (AOP). No other documentation is needed.

Child is over 90 days old and up to 6 years of age

Only the last name may be changed with an Acknowledgment of Paternity form (AOP).

- The child's first and middle names can ONLY be changed with a notarized Affidavit to Correct and 1 factual document must be provided
- The factual document must have been established within six months of the date of birth
- Once this has been completed, then an AOP may be used to add the father

Child is over 6 years of age

Only the last name may be changed with an Acknowledgment of Paternity form (AOP).

- A child's first and middle name may be changed with a certified court order. These changes are not made with an AOP

Examples of Acceptable Factual Documents

All factual documents **must be original, verifiable**

When a factual document is being presented to correct or change a child's name on an Affidavit to Correct form

- The factual document provided must match the child's desired corrected name as parent(s) list it on the Affidavit to Correct**

• ****Remember** – the information provided on these records must match what is provided on the signed and notarized Affidavit to Correct form

All documents will be reviewed and verified before a correction may be processed.

Common Examples (other examples may apply):

- Hospital or doctor's office records **on** letterhead and signed by medical staff
- School registration records
- WIC record
- Tribal Census record
- Health Insurance record (insurance cards are not acceptable)
- Baptismal record
- Military record
- Social Security record
- Immunization records, 'shot books' NOT acceptable
- FAA (welfare) record

THESE are limited examples and do not apply to all circumstances. Please contact your local Vital Registration office if you have additional questions.

Revised 08-2016

CERTIFIED COPY FEE

\$20.00

PATERNITY/CORRECTION FEE

\$30.00

Accepted forms of payment:

*Money Order, Cashier's Check
Visa and MasterCard*

*Cash is only accepted
when paying in person*

**When paying by credit card, your
valid government ID is required**

Mailing address:

Maricopa County
Office of Vital Registration
PO BOX 2111
Phoenix AZ 85001

**For more information and
downloadable forms and applications:**

www.MaricopaVitalRecords.com

Thank you!

**HOW TO ADD OR CHANGE A CHILD'S
NAME ON THE BIRTH CERTIFICATE****HOW TO ADD A FATHER TO
THE BIRTH CERTIFICATE****Four Locations to Serve You**

Central Valley
3221 N. 16th St. Ste. 100
Phoenix, AZ 85016

North Valley
2423 W. Dunlap Ave., Ste. 110
Phoenix, AZ 85021

East Valley
4419 E. Main St. Ste. 105
Mesa, AZ 85205

West Valley
1850 N. 95th Ave. Ste. 182
Phoenix, AZ 85037

**8:00 AM - 4:30 PM
Ph: 602-506-6805**

www.MaricopaVitalRecords.com